

Terms of Reference

Executive Assistant

Organisational Details

The Council on Energy, Environment and Water (<http://ceew.in/>) is one of South Asia's leading not-for-profit policy research institutions. CEEW uses data, integrated analysis, and outreach to explain – and change – the use, reuse, and misuse of resources. It prides itself on the independence of its high-quality research, develops partnerships with public and private institutions, and engages with wider public.

In 2018, CEEW has once again been featured extensively across nine categories in the '2017 Global Go To Think Tank Index Report', including being ranked as South Asia's top think tank (14th globally) with an annual operating budget of less than US\$5 Million for the fifth year running. In 2016, CEEW was also ranked 2nd in India, 4th outside Europe and North America, and 20th globally out of 240 think tanks as per the ICCG Climate Think Tank's standardised rankings. In 2013 and 2014, CEEW was rated as India's top climate change think-tank as per the ICCG standardised rankings.

CEEW is a multidisciplinary organisation, with an international outlook, and a strong culture of collaboration and leadership by initiative. Its focus areas include: energy access; renewables; power sector; industrial sustainability and competitiveness; low-carbon pathways; risks and adaptation; and technology, trade and finance.

CEEW is recruiting an Executive Assistant for its operations, which will be a full-time position, starting as soon as possible. The incumbent will perform a full range of executive assistant duties as mentioned below

Designation offered: Executive Assistant

Location: New Delhi, India

Reporting to: CEO

Purpose

CEEW seeks to hire an Executive Assistant, a role that will be crucial in supporting the CEO in fulfilling his duties and in ensuring smooth administration in the organisation. The EA will report directly to the CEO and will play a key role in ensuring the optimal performance of the CEO. The EA is highly organized, effective, and an articulate administrator. The EA is a smart

and quick critical thinker who works well in an extremely fast-paced, results-driven and deadline sensitive environment who is able to adapt to rapidly changing demands and priorities.

Crucially, in addition to the duties and responsibilities outlined below, the EA should be prepared, as and when necessary, to take on additional responsibilities and respond to events and developments that cannot be anticipated easily.

Responsibilities include but are not limited to:

Calendar and Email Administration

- Completes a broad variety of administrative tasks for the CEO including managing an extremely active calendar of appointments. Maintaining an updated calendar.
- Scheduling appointments and keeping an updated calendar setting location, time, and appropriate duration, identifying, inviting and confirming participants, facility arrangements where required.
- Checking emails and responding to general emails.
- Maintaining an updated contacts list in Google Contacts.

Correspondence, Presentation and Speeches

- Taking notes and dictation for letters from the CEO.
- Drafting acknowledgment and thank you letters, personal correspondence, and other tasks.
- Helping the CEO prepare presentations and speeches.
- Maintaining a robust filing/archiving system, ensuring safekeeping of confidential materials.
- Preparing meeting notes and agendas, taking minutes, following-up on actions resulting from all important meetings within and outside of CEEW.
- Ensuring that the CEO's bio is kept updated and responding to requests for materials regarding the CEO and CEEW in general.

CEO's Travel

- Managing CEO's travel arrangements and proactively coordinating the pre-planning of trips with various internal functions, including arranging appropriate travel, visas, hotels, transportation, meeting agendas and necessary contacts, as well as other information.
- Processing passport renewals, visas and related travel documents.
- Preparing travel folders and related meeting materials.

- Briefing the CEO and keeping him updated on main developments in the office in his absence.
- Assisting the CEO with invoicing, settling his travel and other claims.

Internal Meetings and Board Relations

- Providing support and assistance to the CEO for Board Meetings, including preparing the agenda, other correspondence and updates, document packages, recording minutes and action points.
- Maintaining regular contact with the Executive Assistants to the Chairperson and Co-Chairperson of the Board, and other Board members.
- Assisting in coordinating the agenda of CEEW's Leadership Group meetings.

External Relations

- Maintaining regular contact with other contributing donors and supporting institutions.
- Building a database of CEEW resources (experts, institutions, donors, etc.) and preparing regular updates/emails for distribution to them.
- Explore events linked to energy, environment and water issues and advising the CEO on participation in the same.

Selection Criteria

Education

- Undergraduate degree or higher in business, economics, finance, office management or equivalent qualification relevant to the role.
- Professional qualifications like a course in Administration, IT, Secretarial practice desirable.

Business experience

- 6+ years of experience providing administrative support to 1 or more senior executives.
- Strong track record in administrative support.
- Sound experience in dealing with public and private institutions.
- Experience in other countries or in working with nationals of other countries desirable.

Main skills

- Excellent communication skills (verbal and written) in English.
- Ability and willingness to work in a dynamic and fluid environment.
- Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation / editing, communicate by e-mail etc.
- Willingness to show initiative in order to handle unforeseen problems.

- Strength in managing complex relationships in small and large institutions.
- Strong interpersonal skills with confidence to engage with senior political and business leaders.
- Recognised as a team player with enthusiasm to create a dynamic and exciting work environment.
- Flexibility towards long work hours, especially when major deadlines and events are approaching.
- Ability to work with people in different time zones.
- Foreign language skills desirable.

Compensation

Competitive compensation – commensurate to the experience, and matching the best of standards adopted by industry or other similar organisations for similar roles

CEEW is an equal opportunities employer and female candidates are encouraged to apply. Applications will be reviewed on a rolling basis. Hence applicants are encouraged to apply early. Only shortlisted candidates will be notified.

Interested candidates are requested to send their applications (cover letter and CV in one document either in PDF or Word) to jobs@ceew.in with 'Application for Executive Assistant' as the subject line at the earliest but no later than 17 February 2018. Please indicate in your cover letter your current and expected compensation. Candidates will be considered on a rolling basis.